

Helpful Hints for Camp Registration

Plan Ahead of Time

- Decide which camp program and/or site fits your family's needs
- Decide if you want to purchase or pack lunch for camp
- Use the Camp Registration Numbers chart to determine which class numbers correspond to the camp you want to register for
- Registration is ONLINE ONLY
- Log on to our online registration system no later than March 29 to make sure your account is set up correctly and you can access your account <http://dublin.oh.us/recreation/online-registration/>
- If you have trouble accessing your account, please contact the Dublin Community Recreation Center at 614-410-4550

The Day of Registration

- Registration begins at 6am—we do not recommend logging on to your account before 5:50am because you run the risk of the system timing you out
- If, at any time during your registration, you need to shut down your computer or close our registration site you **MUST** exit the registration site by clicking on "Log Out" in the upper right corner of the screen—if you don't log out, you and the recreation center staff, will be locked out of your account for at least 15 minutes
- If you do not get your first choice for camp, put your name on the waitlist (if available)—our waitlist enrollment is free
- If you do not get your first choice for camp, register for your second choice
- Print your receipt—this is your confirmation that you have enrolled in camp

After Registration

- Confirm your summer plans (vacations, grandparent visits, etc) and make any needed adjustments to your camp registration by **April 19 prior to Noon**—your first two changes, per camper, are FREE during this time period
- The final day to request a refund or make changes to your camp registration is **May 3 prior to Noon**—we will not process any refunds after May 3 at Noon
- *Please note that families who commit to and register for the entire 8-week camp season during Priority Registration cannot make changes to their registration as they are not eligible for refunds, credits or transfers.*
- Sign-up for our camp email list (if you are not already on it) by emailing eduffee@dublin.oh.us

